



USFRCS MEMORANDUM NO. 63

TO: Arizona Charter School Administrators;
Administrators of School Districts Sponsoring Charter Schools

FROM: Magdalene D. Haggerty, Office of the Auditor General
Vicki G. Salazar, Arizona Department of Education

DATE: February 6, 2006

SUBJECT: Technology Assisted Project-Based Instruction Program (Distance Learning) (Supersedes USFRCS Memorandum No. 26)

Arizona Revised Statutes (A.R.S.) §15-808 requires the State Board of Education to select seven traditional public schools and the State Board for Charter Schools to select seven charter schools to participate in a pilot program for technology assisted project-based instruction (TAPBI). Participating schools (TAPBI schools) must reapply for participation in the program every 5 years.

A TAPBI school's enrollment of students must not grow more than 100% in any fiscal year. Also, at least 80% of the students who are accepted each school year by a TAPBI school must have been previously enrolled in and attended a public school in the previous school year. Kindergarten students may not participate in the TAPBI program unless the student has a sibling who is currently enrolled and attending the program. Students may be concurrently enrolled in a non-TAPBI public school and a TAPBI school.

A.R.S. §15-808 states that the average daily membership (ADM) of a student enrolled in a school district or charter school and also participating in the TAPBI program may not exceed 1.0. For students enrolled in TAPBI and non-TAPBI schools, the Student Accountability Information System (SAIS) allows concurrent membership for students enrolled in one or more non-TAPBI schools and one or more TAPBI schools, or multiple TAPBI schools.

A TAPBI school should provide each parent/guardian of a student enrolled in the program with a copy of the enclosed Daily Log and give instructions for completing it. The log must be completed daily by the parent/guardian and filed weekly with the school. However, if the school is able to track a student's hours using computer login times and generate a report of those hours, such a report may be used in place of a parent/guardian-completed log. All logs must be compiled and student attendance data submitted to ADE at least once every 20 school days through the last day of instruction.

Based on the student attendance data submitted, SAIS will calculate each student's ADM. For students concurrently enrolled in a TAPBI school and another public school, if the total of the SAIS calculated ADM

for all schools in which the student is concurrently enrolled is **greater than** 1.0, the total ADM will be reduced to 1.0 and apportioned between schools based on the percentage of total time that the student is enrolled or in attendance in the non-TAPBI and TAPBI schools as follows.

$$\frac{\text{Non-TAPBI School ADM}}{\text{Sum of Non-TAPBI School and TAPBI school ADM}} = \text{Non-TAPBI School ADM}$$

$$\frac{\text{TAPBI school ADM}}{\text{Sum of Non-TAPBI School and TAPBI school ADM}} = \text{TAPBI school ADM}$$

Example:

A student is enrolled in a non-TAPBI charter school and attends a TAPBI school. Based on attendance data submitted by both schools, SAIS calculates 1.0 ADM for the student's non-TAPBI school and .75 ADM for the TAPBI school. As total ADM for both schools is 1.75, the ADM would be adjusted by SAIS as shown below. The non-TAPBI school would receive .57 (rounded) ADM and the TAPBI school would receive .43 (rounded) ADM for the student.

$$\frac{1.0}{1.0 + .75} = .57 \text{ Non-TAPBI school ADM}$$

$$\frac{.75}{1.0 + .75} = .43 \text{ TAPBI school ADM}$$

If the total of the SAIS calculated ADM for all schools in which the student is concurrently enrolled is **not greater** than 1.0, no apportionment of ADM is required.

A student concurrently enrolled in a TAPBI school, a Joint Technological Education District (JTED) satellite school, and a non-TAPBI school can earn an ADM of up to 1.25. The JTED satellite will be apportioned up to .25 ADM and the remaining 1.0 ADM will be apportioned between the TAPBI and non-TAPBI schools based on actual enrollment. Further, if a concurrency between a TAPBI and non-TAPBI school begins after the non-TAPBI school's 100th day, the non-TAPBI school's ADM will not be affected; however, the TAPBI school ADM will be adjusted to reflect enrollment at the non-TAPBI school during the concurrency period.

Schools should refer to the SAIS document *Student Detail Data Interchange, TAPBI Project*, issued by ADE, for specific reporting requirements. The document is available on ADE's Web site at www.ade.az.gov/sais/saisdbdocs.asp under TAPBI Requirements.

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If you have any questions or need assistance, please call the Arizona Department of Education, School Finance Operations Unit at (602) 542-5695, or the Office of the Auditor General, Accounting Services Division at (602) 553-0333.

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Enclosure